

Retention and Classification Report

Agency: Department of Administrative Services. Division of Fleet
Operations (245)
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80031	Affidavits for special exempt plates
80053	Automobile titles
80052	Certificates of mileage
27277	Complaint case files
80038	Manufacturers statements of origins
23308	Publications
11379	Vehicle log files
80059	Vehicle registration certificates
80035	Vehicle repair work orders

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 80031

1

TITLE: Affidavits for special exempt plates

DATES: 1982-

ARRANGEMENT: Numerical by license number

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records are used to justify why an unmarked state car should not have a state exempt license plate. The law requires that all state cars have a state exempt license plate. In certain circumstances, however, this law is excused because the state vehicle should not be identifiable as a state car. Tax Commission's Motor Vehicles office also gets a copy of this record. The information includes agency, division, department, vehicle id number, make, model, license number, justification, authorizing signature, and who would be using the vehicle.

RETENTION:

Retain For the life of the vehicle.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until vehicle is decommissioned and then destroy.

APPRAISAL:

Administrative Fiscal

This record needs to be maintained while the vehicle is in use for the purpose stated on the affidavit. After this, the record might have audit values.

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 80031

TITLE: Affidavits for special exempt plates

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 80053

3

TITLE: Automobile titles

DATES: 1951-

ARRANGEMENT: Numerical by license number

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records are proof of state ownership of the vehicle. The Division of Motor Vehicles can duplicate a title from the license number or vehicle identification number if the title is destroyed.

This series includes owner information, vehicle id number, first lien holder, first lien release, new title number, second lien holder, second lien release, owner transfer, and odometer disclosure, new owner, and new lien holder.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 9, Item 1.

AUTHORIZED: 03/08/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until vehicle is sold and then transfer to new owner.

APPRAISAL:

Administrative Fiscal Legal

This document proves state ownership of the vehicle. Without this proof ownership might be challenged or the vehicle might not could be sold. Therefore, the document needs to be kept for the full term of state ownership.

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 80053

TITLE: Automobile titles

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 80052

3

TITLE: Certificates of mileage

DATES: 1979-

ARRANGEMENT: Numerical by license number

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are certificates issued by the dealer/manufacture
certifying the mileage is accurate on each vehicle purchased by
the state.

The information includes dealer, mileage, make, model, body
style, vehicle identification number, seller's and buyer's
signatures.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general
schedule SG 9, Item 2.

AUTHORIZED: 03/08/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the
record copy which can be in any format. The record copy can include
different formats. Format management information provided here is for the
purpose of managing records that are being either stored by or transferred to
Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative

These records have administrative value only.

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 80052

TITLE: Certificates of mileage

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 27277

3

TITLE: Complaint case files

DATES: 2009-

ARRANGEMENT: Chronological by date of complaint.

ANNUAL ACCUMULATION:

DESCRIPTION:

This series documents complaints received concerning vehicles used for the purpose of and employees driving while conducting official government business. Information is used to provide better management of fleet vehicles and improved driving by government employees. Information includes names, addresses, phone numbers, identifying vehicle information, and other related information. Some complaints are anonymous.

RETENTION:

Retain 7 years after resolution.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 66.

AUTHORIZED: 07/20/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years after resolution and then destroy.

Computer data files: Retain in Office for 7 years after resolution and then delete.

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 27277

TITLE: Complaint case files

(continued)

APPRAISAL:

Administrative

These records have administrative value as they document problems involved with fleet vehicles, vehicles rented for official government business, and employees driving problems while on official government business.

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302(2)(d) 2009

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(9)(d) and (10) 2009

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 80038

3

TITLE: Manufacturers statements of origins

DATES: 1983-

ARRANGEMENT: Numerical by license number

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

When the state buys a vehicle, they require a statement from the dealer/manufacturer of the authenticity of the vehicle's manufactured origin. A copy of this is sent to Motor Vehicles. This series includes a description of the vehicle, the identification number, and the manufacturer's invoice number.

RETENTION:

Retain 4 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 9, Item 5.

AUTHORIZED: 03/08/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years after current year and then destroy.

APPRAISAL:

Administrative

These records have administrative value only.

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 80038

TITLE: Manufacturers statements of origins

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 23308

3

TITLE: Publications

DATES: 1994-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 11/16/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Publications which document agency history and functions have ongoing research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 11379

3

TITLE: Vehicle log files

DATES: 1985-

ARRANGEMENT: Numerical by vehicle number

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These MIS files are created by the Motor Pool office as a means to monitor the usage and repair of Motor Pool vehicles throughout the lifetimes of the vehicle.

RETENTION:

Retain until the vehicle is no longer in service.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 9, Item 10.

AUTHORIZED: 05/29/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office until vehicle is no longer in service, and then delete.

APPRAISAL:

Administrative

This disposition is based on the administrative needs of the agency.

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 11379

TITLE: Vehicle log files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 80059

3

TITLE: Vehicle registration certificates

DATES: 1961-

ARRANGEMENT: Numerical by license number

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Copies of legal registrations required by law to be maintained with each vehicle.

RETENTION:

Retain in office until vehicle is sold or re-registered

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 9, Item 11.

AUTHORIZED: 04/06/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until until vehicle is sold or re-registered and then destroy.

APPRAISAL:

Administrative Fiscal Legal

This document only has value to the agency while the state owns the car. After this, the document no longer has any use.

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 80059

TITLE: Vehicle registration certificates

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 80035

3

TITLE: Vehicle repair work orders

DATES: 1985-

ARRANGEMENT: Numerical by license number

ANNUAL ACCUMULATION:

DESCRIPTION:

Requests to perform maintenance on a vehicle and the actual work performed.

RETENTION:

Retain Life of the vehicle

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 9, Item 10.

AUTHORIZED: 05/29/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office until vehicle is decommissioned and then delete.

APPRAISAL:

Administrative

Since this record updates a comprehensive record of the vehicle's maintenance history

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 80035

TITLE: Vehicle repair work orders

(continued)

PRIMARY CLASSIFICATION:

Public